

Professional & Managerial Branch
Fiscal & Tax Administration Group
Fiscal Series

TREASURY SERVICES MANAGER

09/02 (JAS)

General Purpose

Under general direction, as division head, manage prescribed City financial asset investment and banking, debt obligation payment, cash flow management, and related programs as delegated, and serve as principal technical advisor to Chief Financial Officer and Comptroller on strategies for coordinating magnitude and timing of external and internal transactions.

Typical Duties

Effectively formulate and develop policies and methods for collection, payment, transfer, deposit, reconciliation, custody, security, recording and reporting of receivable, invested and on-hand general, bond and grant funds in accordance with generally accepted governmental financial and accounting standards and practices. Involves: Confer with other senior management team members to devise plans for meeting Citywide short and long range monetary requirements in a timely manner. Monitor, interpret and report economic conditions and investment results, investigate complex financing problems, and analyze alternatives and make recommendations for optimizing yields of financial resources and avoidance of penalties in compliance with Federal, State and City public funds investment and tax laws, debt covenants, liquidity requirements and granting agency regulations. Research, write and issue division directives regarding new and changed transaction control procedures to safeguard cash and negotiable instruments during processing, transportation and storage, and allied manual and electronic documentation rules in collaboration with accounting staff.

Organize, implement and coordinate on going overall financial investment, debt repayment and project funding activities. Involves: Act as primary liaison to authorized banks, brokerage firms, insurance companies, investment consultants, granting and regulatory agencies regarding cash and revenue generating securities mix in City's portfolio, debt issuance, deposits, withdrawals, account status and legally required reporting. Set goals, establish performance measures, direct work processes, balance workloads, expedite work flow, assess operating results to ensure division functions within budget using available resources. Study and standardize investment bidding and tracking, cash and bank reconciliation, posting and transfers or trustee statement verification, arbitrage calculation, and debt repayment timing techniques to continuously improve accuracy, timeliness and efficiency, and facilitate internal control. Monitor and enforce adherence of related information received and processed to City Comptroller rules and regulations, and other governmental laws and codes. Furnish information for the Comprehensive Annual Financial Report (CAFR). Oversee or personally perform other required periodic and ad hoc mathematical, narrative and graphical collection, compilation, break down, summarization, comparison and forecasting of accounting and statistical data to depict, estimate and explain activities, status and trends of existing and proposed City investments and loans, including costs, yields, stability, risks and economic influences. Prepare requests for and evaluate investment bids. Direct other allied functional segments of Comptroller Department, as delegated.

Supervise assigned accounting and clerical personnel. Involves: Schedule, assign, instruct, guide, check work. Appraise performance. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform related professional administrative duties as required. Involves: Substitute, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations or similarly performing any duties of subordinates or coworkers, if required. Cooperate with investigations by internal and independent auditors, and implement specified corrective measures, and respond to other requests for information. Ensure proper operation, care and maintenance of equipment, facilities and supplies. Record and report division activities and costs, prepare division budget requests, and monitor and control expenditures.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of modern financial, investment or debt management practices.
- Considerable knowledge of capabilities of accounting and financial information systems comparable to those currently installed.
- Considerable knowledge of business management, budgetary and econometric techniques.
- Good knowledge of generally accepted governmental accounting principles, Public Investment Act and other

comparable fiduciary rules.

- Good knowledge of supervisory techniques.
- Some knowledge of municipal treasury administrative and internal control procedures, and arbitrage requirements.
- Ability to devise long and short-term operational plans, and assess results.
- Ability to implement and utilize automated financial management or treasury methods to comply with City policy requirements, public funds investment statutes and professional standards.
- Ability to interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations.
- Ability to employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions.
- Ability to collaborate with other departments and Comptroller divisions to prioritize and balance functions of own division.
- Ability to establish and maintain effective working relationships with fellow employees and officials.
- Ability to communicate facts and recommendations clearly and concisely, both orally and in writing.
- Ability to apply a broad range of mathematical concepts to perform financial and statistics calculations.
- Ability to firmly and impartially exercise supervisory authority and enforce established rules and regulations.
- Ability to prepare comprehensive analytical reports and maintain related detailed records.
- Skill in operation and care of personal computer or computer terminal, and installed spreadsheet and specialized software.

Other Job Characteristics:

- Work beyond standard workday or workweek hours as necessary.

Minimum Qualifications

Training and Experience:

Equivalent to combination of an accredited Bachelor's Degree in Finance, Accounting, Economics, Business or Public Administration, or related field; plus five (5) years professional administrative, analytical or consultative experience in investment, financial or economic resources planning, or cash, debt or portfolio management, or treasury operations for government, financial services or other private organizations.

Special Requirements:

Must be bondable.

Human Resources Director

Department Head